

1.0 Executive Director's Office - Administration**Summary**

The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, and public relations for the Department of Administrative Services. It is through the EDO that the Department plays a major role in the development of the State's system for information management. The Director serves on the State Data Processing Review Committee and also coordinates the efforts of other programs as they relate to statewide applications.

	FY 1999	FY 2000	
Financing	Estimated	Analyst	Difference
Total General Fund	\$683,500	\$722,600	\$39,100
Dedicated Credits	19,000	19,000	
Transfers/Other	(75,900)	109,500	185,400
Beginning Nonlapsing	187,700		(187,700)
Total	\$814,300	\$851,100	\$36,800
	22.6%	4.5%	

	FY 1999	FY 2000	
Programs	Estimated	Analyst	Difference
Department Admin	\$814,300	\$851,100	\$36,800
Total	\$814,300	\$851,100	\$36,800

2.0 Budget Highlights**2.1 Fiscal Focus is changing format.**

Fiscal Focus is an annual report that presents the general public with a comprehensive overview of Utah state government operations, financial condition and current economic environment. In the past it has been included as a newspaper insert. This year the publication will be available only through the State of Utah internet page.

3.0 Programs: Executive Director's Office - Administration**Recommendation**

Fluctuations in the EDO budget are a result of one-time funding for UCAN in 1998. Increases in this year's General Fund amount are for increased Internal Service Fund costs.

	FY 1998	FY 1999	FY 2000	
Financing	Actual	Estimated	Analyst	Difference
General Fund	\$825,100	\$683,500	\$722,600	\$39,100
Dedicated Credits	21,600	19,000	19,000	
Transfers/Other		(75,900)	109,500	185,400
Beginning Nonlapsing	5,000	187,700		(187,700)
Closing Nonlapsing	(187,700)			
Lapsing				
Total	\$664,000	\$814,300	\$851,100	\$36,800
	(7.0%)	22.6%	4.5%	
Expenditures				
Personal Services	\$480,900	\$622,900	\$622,900	
In-State Travel	600	600	600	
Out-of-State Travel	2,300	2,300	2,300	
Subtotal Travel	\$2,900	\$2,900	\$2,900	
Current Expense	164,300	173,800	213,600	\$39,800
Data Processing	15,900	14,700	11,700	(3,000)
Capital Outlay				
Total	\$664,000	\$814,300	\$851,100	\$36,800
FTE Standard	9.0	9.0	9.0	
FTE Building Block				
Total	9.0	9.0	9.0	

Summary

The Executive Director's Office (EDO) provides financial management, strategic planning, organizational development, internal auditing and public relations for the Department. It is through the EDO that the Department plays a major role in the development of the State's system for information management. The Director of the Department serves on the State Data Processing Review Committee and also coordinates the efforts of other programs in the departments as they relate to the management of public records.

3.1 *Fiscal Focus* is changing format.

Fiscal Focus is an annual report that presents the general public with a comprehensive overview of Utah state government operations, financial condition and current economic environment. This information is derived from many state government sources including the Governor's office, the Office of Planning and Budget and the Division of Finance. This year, in an effort to take advantage of popular technology and to reduce expenditures, the Executive Director's Office will offer the publication only through the internet. The Director estimates a savings to the state of approximately \$20,000. *Fiscal Focus* can be accessed through the State of Utah Home Page.

**Note of Concern:
FTE Count**

The concern comes from the ability of an agency to add FTE positions without legislative oversight. Unlike ISFs, the Legislature generally does not authorize specific FTE counts for appropriated agencies. However, if there is a need, or anticipation of a need, to increase FTEs from other funding sources, the agency should request intent language to allow for this possibility. As the management of the Department of Administrative Services, the Executive Director's Office should continue to closely monitor FTE counts in each DAS organization.

4.0 Tables: Executive Director's Office – Administration

	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000
Financing	Actual	Actual	Actual	Estimated	Analyst
General Fund	\$496,100	\$709,100	\$825,100	\$683,500	\$722,600
General Fund (One-time)					
Total General Fund	\$496,100	\$709,100	\$825,100	\$683,500	\$722,600
Dedicated Credits	19,200	18,900	21,600	19,000	19,000
Transfers/Other				(75,900)	109,500
Beginning Nonlapsing		1,000	5,000	187,700	
Closing Nonlapsing	(1,000)	(5,000)	(187,700)		
Lapsing		(10,100)			
Total	\$514,300	\$713,900	\$664,000	\$814,300	\$851,100

Programs	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000
	Actual	Actual	Actual	Estimated	Analyst
Department Admin	\$514,300	\$713,900	\$664,000	\$814,300	\$851,100
Total	\$514,300	\$713,900	\$664,000	\$814,300	\$851,100

Expenditures	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000
	Actual	Actual	Actual	Estimated	Analyst
Personal Services	\$411,500	\$443,100	\$480,900	\$622,900	\$622,900
In-State Travel			600	600	600
Out-of-State Travel	1,800	2,000	2,300	2,300	2,300
Subtotal Travel	\$1,800	\$2,000	\$2,900	\$2,900	\$2,900
Current Expense	80,600	262,800	164,300	173,800	213,600
Data Processing	6,600	6,000	15,900	14,700	11,700
Capital Outlay	13,800				
Pass-Through					
Total	\$514,300	\$713,900	\$664,000	\$814,300	\$851,100

FTE Standard	7.0	7.0	9.0	9.0	9.0
FTE Building Block					
Total	7.0	7.0	9.0	9.0	9.0